

204-5987

MEMORANDUM FOR: Director of Training  
 Assistant Director for Communications  
 Assistant Director for Operations  
 Assistant Director for Collection and Dissemination  
 Director of Security  
 Personnel Director  
 Comptroller  
 Chief, General Services Office

SUBJECT : Survey of Punch Card Equipment, Bookkeeping Machines and  
 Electronic Computers by the General Accounting Office

1. The Chairman of the House Appropriations Committee has requested the General Accounting Office and the General Services Administration to make a survey of electrical business machines used throughout the Government. The General Accounting Office has assumed leadership with respect to punch card equipment, bookkeeping machines, and electronic computers.

2. The Acting Comptroller General of the United States, in a letter (B-115301) dated 12 August 1953, has requested the Agency to report on its Fiscal Year 1953 utilization of punch card equipment and bookkeeping machines not later than 15 October 1953. A copy of that letter defining the scope of the survey to be made, together with a prescribed form for reporting the required data and instructions for its preparation, is attached. In order that an Agency consolidated report may be forwarded to the General Accounting Office by 15 October 1953, it is requested that each Office forward its report in original and three copies not later than 25 September 1953 to [REDACTED], who has been designated as the Agency's representative to act as liaison with the General Accounting Office and to assist the several components of the Agency using this type of equipment.

3. Your cooperation in the preparation of the required data is requested.

[REDACTED]  
 L. K. WHITE  
 Acting Deputy Director  
 (Administration)

Attachment:

Copy of letter to DCI, fr  
 Acting Comptroller General of  
 U. S., dtd 12 Aug 53

SA/DD/A:WEM:jec (9 Sept 53)

cc: 2 - A-DD/A  
 2 - C/OAM